

University Area Joint Authority

ASSISTANT PLANT SUPERINTENDENT

Overall Objective of Job:

Responsible for day-to-day operations of the Wastewater Treatment Facility, Biosolids handling, and Advanced Water Treatment. Ensure the facilities are maintained and operated in compliance with the Authorities regulatory permits.

Essential Functions of Job:

- Understand all facets of wastewater treatment operations and equipment. Must be capable of running the plant effectively in the day-to-day operations and respond appropriately in emergency situations.
- Assist in the training, supervision, planning, scheduling, assigning, and review of the work of the plant staff.
- Make decisions based on operational control data generated by the wastewater plant equipment and staff reports to ensure systems are functioning at peak performance.
- Assist in the supervision of the maintenance and repairs of vehicles, equipment, and emergency generators, as well as all facilities and grounds.
- Assist with the chemical inventory process. Ensure chemicals are ordered and stored properly.
- Assist with various office duties, such as preparing budgets, generating purchase orders, and employee scheduling.
- Act as liaison for Department of Environmental Protection employees and provide appropriate safety documentation.
- Collaborate with engineers regarding process and equipment modification and troubleshooting.
- Other duties as assigned.

Supervision Received:

Executive Director, Assistant Executive Director, Plant Superintendent

Supervision Given:

Utility Person, Assistant Utility Person, Compost Operator, Laboratory Technicians; Lead Compost Operators, Plant Janitor, Solids Handling Equipment Operator, Waste Water/Reuse Plant Operator

Working Conditions:

- Primarily an indoor laboratory/factory environment with controlled temperature, and with occasional strong odors and exposure to chemicals.

- An outdoors environment with fluctuations between hot and cold, and exposure to the elements.
- Consistent loud noise.

Essential Physical Demands:

- Ability to stand or walk for extended periods of time.
- Ability to sit at a desk for extended periods of time.
- Stretching, bending, or reaching required.
- Frequent climbing of ladders may be required.
- Lift a maximum of fifty (50) pounds.

Qualifications:

A. Education/Training:

- Bachelor's degree in civil or sanitary engineering or equivalent experience preferred.
- Must obtain and maintain a valid Pennsylvania Class A-1 Operators license.
- Confined space, radiation safety, and CPR training.
- Experience with electrical, control, and SCADA systems.

B. Work Experience:

- At least five years of experience in biological treatment process of a comparable activated sludge treatment plant in a supervisory role.
- Must be available to respond to night and weekend treatment issues.

Knowledge, Skills and Abilities Required:

- Knowledge of arithmetic.
- Knowledge of computers.
- Ability to read and interpret blueprints.
- Ability to perform more than one task at any given time.
- Good verbal and written skills.
- Good organizational skills.
- Good interpersonal skills.
- Ability to understand and follow instructions.
- Self-motivated.